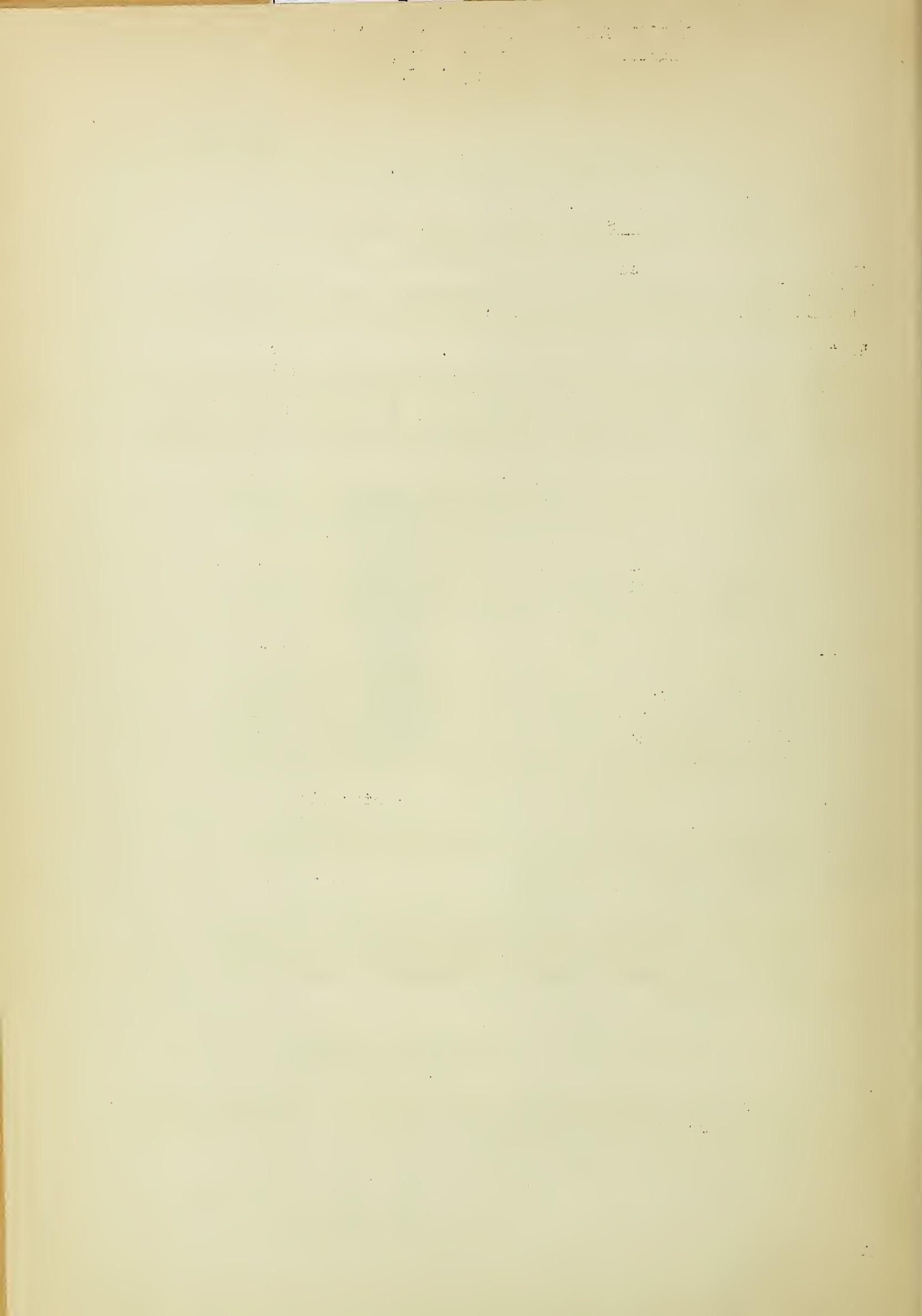


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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D.C.

September 10, 1942

ADMINISTRATOR'S MEMORANDUM NO.30

Allotments for Administrative Expenses for Regionalized Activities -
Fiscal Year, 1943

Temporary allotments have been made for the period July 1 through September 30 covering the regionalized divisions and branches, and accounts therefor are now maintained in the four regional offices of the Budget and Accounting Division.

Prior to September 30, permanent full year allotments (July 1, 1942 - June 30, 1943) will be made for each of the seven regions established by Administrator's Memorandum No. 2, Supplement I, dated August 31, 1942. These full year allotments to be established will be available for encumbrance beginning October 1.

Until October 1, the Regional Administrators are hereby authorized to encumber against the present temporary allotments established in the four regional offices of the Budget and Accounting Division. The Northeast Region will encumber against the temporary allotments, accounts for which are maintained in Philadelphia (Region III); the Southern Region and Southwest Region will encumber against the temporary allotments, accounts for which are maintained in Dallas (Region IV); the Rocky Mountain Region and Pacific Coast Region will encumber against the temporary allotments, accounts for which are maintained in San Francisco (Region I); and the Midwest Region and Great Lakes Region will encumber against the temporary allotments, accounts for which are maintained in Milwaukee (Region II). In case the present temporary allotments are insufficient to conduct the activities through September 30, a supplemental temporary allotment should be secured.

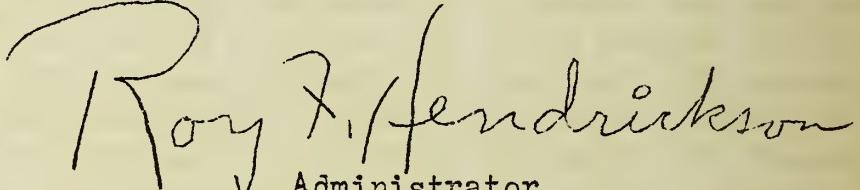
In order to facilitate the recording of obligations and commitments during the month of September and the distribution of obligations and commitments covering the period July 1 through September 30, the following procedure shall be observed:

1. All documents covering obligations and commitments arising during the month of September will be routed to the existing four regional Budget and Accounting offices, and recorded in the existing accounts of the regionalized divisions and branches, identifying the account vouchers in such manner as will facilitate the analysis and distribution of these accounts, as of October 1, 1942, into the new regional accounts.

2. Prior to October 1, the accounts maintained in the Budget and Accounting offices at Dallas, Milwaukee and San Francisco will be analyzed by the regional accountant in charge and distributed between the two regions affected in each instance. The two Regional Administrators concerned in each case shall approve the distribution of the accounts. The accounts maintained in Philadelphia shall be transferred to New York City by October 1.
3. Before October 1, the Budget and Accounting Division will have set up the accounts to be maintained in the seven new regions.
4. Effective October 1, all temporary allotments will be cancelled and accounts established on the basis of the permanent full year allotments.
5. The administrative expense reports as of September 30, 1942, will be prepared in each of the seven regions on the basis of the new regional organization.

Observance of this procedure will facilitate the setting up of the new accounting offices in the seven regions and simplify the transition to the new regional organization.

The effective date of the establishment of the new Budget and Accounting offices in the seven regions is hereby changed from September 15 as provided in Administrator's Memorandum No. 2, Supplement I, to October 1.


Roy R. Hendrickson
Administrator